

Approved For Release 2006/04/13 : CIA-RDP70-00211

## REPORT OF OPERATIONS

TO : Chief, General Services  
FROM : Chief, Records Management & Distribution Branch  
SUBJECT: **Monthly Report of Operations for the period ending**  
**30 June 1953**

A. Personnel On Duty Vacancies In Process

Office of Chief  
Rcds. Mgt. Section  
Rcds. Center Section  
Mail Control Section

On Duty    Vacancies    In Process

## Vacancies

## In Process

25X1

1. No. on leave three days or more:

### Records Mgt. Section-

### Mail Control Section-

Records Center Sec.-

25X1

2. No. on special detail out of office 2. How long?

Records Mgt. Section- 1

Records Center Section- 9

**Mail Control Section- 1**

3. Where: One records analyst to Jackson Commission.  
One man in Transportation Division as full time courier.

4. No. pending resignation, transfer and/or reassignment:

Records Management Section-

Records Management Section  
Records Center

Records Center  
Mail Control

25X1

5. Specific cases on item 4 not in previous reports.

6. New applicants interviewed 3. Recruited by Personnel 3.  
Recruited by this office 3.

B. Administration and Problems

Records Management Section - Informal concurrence on the proposed Agency File Manual has now been received from all of the major components of the Agency with the exception of the Office of Communications. Comments are expected from that office shortly.

A training manual is being developed which will cover the proposed Agency filing system, charge-out procedure, use of cross-references, etc. It is anticipated that this manual will be used by the Office of Training in conducting a filing course and that it can be distributed to Area Records Officers for their use in training records personnel.

Meetings were held with the Area Records Officers from the DD/A area, the DD/I area, the Office of Communications and the Office of Training to discuss the proposed Agency File Manual and other phases of the program. Meetings were also held with individual Area Records Officers to assist them in their detail problems.

The microfilming of certain vital materials in the Office of Personnel was accomplished in accordance with the established schedule.

Meetings were held with several offices to review the vital materials inventory in an effort to destroy materials which are no longer considered vital, or which have been superseded by more recent deposits. Letters authorizing destruction of these materials when received by this Branch, will be forwarded to the Custodian of the Repository for compliance.

Personnel responsible for handling vital materials in the various offices of the Agency are presently compiling current listings of materials definitely considered vital.

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### C. PROJECT STATUS REPORT

Project 1-53 - Records Management Survey of the Office of the Director.

Pending a reply from the Director's office regarding the survey report submitted to that office, analysts have completed the classification and filing of all records in the office of the DD/A, in accordance with the proposed Agency system. Personnel in the office of the DD/A have expressed their complete satisfaction with the reorganized files.

Project 3-53 - Preparation of a comprehensive schedule for the disposition of fiscal records.

A draft of a Records Control Schedule is still under consideration in the Office of the Comptroller.

Project 4-53 - Records Survey of the Office of Operations

The survey of the Index Branch and the office of the Deputy for Collection, OO/C, has been completed. The project is approximately 35% complete.

Project 5-53 - Rewriting of CIA Correspondence Manual

A draft of the Manual has been completed. Additional writing is being delayed pending the completion, by the analyst who is developing the Manual, of the Basic Intelligence Course.

6-10-1980

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## Monthly Report - Mail Control Section

JUNE - 1953

|   | <u>THIS MONTH</u> | <u>TO DATE *</u> |
|---|-------------------|------------------|
| <b>1. INCOMING MAIL</b>                   |                   |                  |
| (a) Delivery by Post Office               | 21,720            | 233,591          |
| (b) Picked up from Post Office by courier | 1,962             | 29,754           |
| (c) Picked up from City by courier        | 5,719             | 50,711           |
| (d) Letters:                              |                   |                  |
| Received                                  | 7,518             | 74,107           |
| Recorded                                  | 12                | 12               |
| (e) Undeliverable ( held in Mail Room )   |                   |                  |
| <b>2. OUTGOING MAIL</b>                   |                   |                  |
| (a) Picked up by Post Office              | 16,303            | 150,579          |
| (b) Deposited in Post Office by courier   | 25,217            | 189,357          |
| (c) City deliveries                       | 8,568             | 78,277           |
| (d) Penalty indicia used                  |                   |                  |
| (1) CIA                                   | 3,273             | 32,197           |
| (2) FBIIS                                 | 7,656             | 72,519           |
| (3) SSU                                   | 2                 | 43               |
| (e) Postage expended                      | \$3,976.46        | \$41,606.32      |
| <b>3. COURIER SERVICE</b>                 |                   |                  |
| (a) Scheduled trips                       | 1,055             | 11,674           |
| (b) Special trips - within Agency         | 177               | 1,605 **         |
| (1) Delivered by foot                     | 81                | 818 **           |
| (2) Delivered by vehicle                  | 96                | 787 **           |
| (c) Other Agencies                        | 129               | 1,272            |
| (d) Trips outside area                    | 6                 | 57               |
| (1) Total time                            | 78hr. 30 min.     | 323hr. 10 min.   |
| <b>4. FILE ACTIVITY</b>                   |                   |                  |
| (a) Checking courier receipts             | 30                | 141              |
| (1) Total time                            | 12hr. 15 min.     | 102hr. 15 min.   |
| (b) Requests for Administrative Files     | 17                | 219              |
| (1) Requests filled                       | 15                | 164              |
| (2) Requests unfilled                     | 2                 | 55               |
| <b>5. RECRUITMENT</b>                     |                   |                  |
| (a) Couriers                              |                   | 25X1             |
| (b) Mail Clerks                           |                   |                  |
| (c) Messengers                            |                   |                  |
| <b>6. SEPARATIONS</b>                     |                   |                  |
| (a) Couriers                              |                   |                  |
| (b) Mail Clerks                           |                   |                  |
| (c) Messengers                            |                   |                  |

\* The figures in this column will revert to 0 at the beginning of each fiscal year.

\*\* Adjusted figures.

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MONTHLY REPORT - DISTRIBUTION

DATE June 1953

THIS MONTH TO DATE\*

1952 1953

1. INTELLIGENCE & INFORMATION REPORTS

|  |       |        |        |
|--|-------|--------|--------|
| a. Request for Supplemental Distribution | 339   | 405    | 3,758  |
| b. Intelligence Reports:                 |       |        |        |
| Received ( Copies 3,556 )                | 1,358 | 183    | 7,567  |
| Distributed ( Copies 1,463 )             | 424   | 741    | 9,912  |
| Returned ( Copies 1,349 )                | 0     | 702    | 5,827  |
| c. Information Reports                   |       |        |        |
| Received ( Copies 3,251 )                | 3,251 | 32,453 |        |
| Distributed ( Copies 1,820 )             | 1,760 | 1,525  | 15,900 |

2. ADMINISTRATIVE ISSUANCES

|   |    |     |       |
|---|----|-----|-------|
| a. Request for Supplemental Distribution        | 74 | 53  | 616   |
| b. Regulations                                  |    |     |       |
| (1) Initial Distribution<br>( Copies 1,953 )    | 2  | 7   | 91    |
| (2) Supplemental Distribution<br>( Copies 662 ) | 02 | 468 | 7,470 |
| c. Notices                                      |    |     |       |
| (1) Initial Distribution<br>( Copies 17,104 )   | 17 | 14  | 185   |
| (2) Supplemental Distribution<br>( Copies 810 ) | 42 | 39  | 1,677 |
| d. Other  |    |     |       |
| (1) Initial Distribution<br>( Copies 1,291 )    | 3  | 2   | 26    |
| (2) Supplemental Distribution<br>( Copies 115 ) | 11 | 2   | 472   |

\* The totals in the "TO DATE" column will revert to 0 at the end of each fiscal year and, starting with July 1952, will always reflect cumulative totals for the fiscal year of the report.

\*\* The July through September total of information reports received- is included in the total of Intelligence Reports received.

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MONTHLY REPORT - RECORDS CENTER

DATE June 1953

THIS MONTH TO DATE\*

1. Records Storage (all figures in  
cubic feet)

|                            |       |        |
|----------------------------|-------|--------|
| (a) Received               | 125   | 1629.2 |
| (b) Destroyed              | 0     | 194    |
| (c) Storage Space: (Total) | 7,600 |        |
| Records                    | 3,271 |        |
| Dist. Material             | 3,248 |        |
| Committed                  | 1,061 |        |
| Available                  | 0     |        |

2. Records Reference

|                       |     |      |
|-----------------------|-----|------|
| (a) Service Requests  | 206 | 1649 |
| (b) Items on Requests | 654 | 9258 |

3. Inter-Agency Reference Service

(a) Requests

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Security Information

MICROFILM PROJECTS  
JUNE 1953THIS MONTH      TO DATE1. Projects Pending

|                            |   |  |
|----------------------------|---|--|
| a. Entire Records Group    | 7 |  |
| b. Record Group Accretions | 1 |  |

## 2. Projects in Process and Completed

## a. Entire Records Group

|                |   |    |
|----------------|---|----|
| (1) In Process | 0 |    |
| (2) Completed  | 7 | 58 |

## b. Records Group Accretions

|                |   |    |
|----------------|---|----|
| (1) In Process | 0 |    |
| (2) Completed  | 1 | 35 |

|                          |        |           |
|--------------------------|--------|-----------|
| c. Images Filmed (Total) | 70,122 | 1,479,379 |
|--------------------------|--------|-----------|

|                    |        |         |
|--------------------|--------|---------|
| (1) Rotary Camera  | 19,257 | 972,230 |
| (2) Flatbed Camera | 50,865 | 506,249 |

## d. Reels (100 ft.)

|                    |    |       |
|--------------------|----|-------|
| (1) In Process     | 65 |       |
| (2) To Be Reviewed | 4  |       |
| (3) Reviewed       | 67 | 1,033 |

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B. WORK IMPROVEMENT PROJECTS

Project 4-53 - Preparation of Handbook setting forth procedures of the Mail Room, Courier service and messenger personnel of the Mail Control Section.

In conjunction with the Handbook, a draft of Regulation [redacted] (Mail Service) has been prepared. This regulation will serve as the basis for the procedures and instructions in the Handbook. The project is approximately 15% complete.

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